

Attachment 2  
Exhibit C to Amended Contract



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January 14, 2015

Murry Wilson, Environmental Resource Specialist  
County of San Luis Obispo  
Department of Planning and Building  
County Government Center  
San Luis Obispo, CA 93408

**RE: Contract Change Order – Scope of Work and Cost Summary to Provide Environmental Administration and Assistant Project Manager Services to the County of San Luis Obispo for the Phillips 66 Santa Maria Refinery Rail Project EIR / SWCA Project No. P26682**

Dear Mr. Wilson:

Thank you for your request to have SWCA Environmental Consultants (SWCA) prepare a contract change order proposal to provide assistant project management services to the County of San Luis Obispo (County) for the continued processing of the Environmental Impact Report (EIR) and other land use permitting tasks for the above referenced project.

The contract change order is being prepared based on our meeting last week where you informed me that my services would be needed at a greatly increased level for the remainder of the project due the County's project management team needing to be further supplemented as a result of your departure and a new County project manager being assigned. As has been the case to date, environmental and planning services would include but not be limited to the tasks outlined below, but at a more intense level. The scope and cost estimate are based on my previous experience serving as the Assistant Project Manager (APM) for this project and what appears to be needed in order to review responses to the thousands of Recirculated Draft EIR comments and associated revisions to the Final EIR (FEIR).

Throughout the duration of this project, there have been multiple instances where my delegation of tasks to various members of SWCA staff has been beneficial from a cost as well as a time savings standpoint. This will be particularly important on this project given the continued expedited timeline required for the continued processing the EIR and taking the project to hearing. The cost estimate below includes a percentage of time for various levels of staff assistance.

Specific project tasks that may be required and have been required on past EIR project management assistance jobs have generally included:

- Coordination with the County Project Manager;
- Coordination with the Applicant Project Manager and team;
- Preparation of weekly schedules and monthly update reports;
- Participation in weekly status meeting calls and monthly status meetings;

- Participation in agency and Planning Department meetings;
- Review consultant responses to comments and Draft EIR revisions;
- Review of Administrative Final EIR (AFEIR) and authorize FEIR reproduction;
- Assist with Staff Report preparation;
- Assist with Planning Commission and Board presentations;
- Attend and participate in Planning Commission and Board meetings;
- Prepare Notice of Determination; and,
- Prepare Notice of Final Action.

A critical component of my upcoming role as the County's APM that will result in use of a substantial amount of time will be the detailed review of the responses to comments, and one or more versions of the AFEIR and FEIR.


The budget that I am requesting is based on a monthly rate of spending that has been applicable to the projects referenced above as well as an accelerated time schedule which will require assistance from other SWCA staff during key phases of the process. Based on these assumptions, I am proposing a budget of **\$49,696.00** (refer to Table 1).

**Table 1. Phase II - Scope of Work Cost Estimate**

NAME	ROLE	RATE	HOURS	CHARGE
Bill Henry	PM	\$ 182.00	240	\$ 43,680
Emily Creel	Planning Assistance	\$ 105.00	16	\$ 1,680
Adriana Neal	GIS	\$ 105.00	16	\$ 1,680
Jaimie Jones	Tech Ed/Support	\$ 83.00	32	\$ 2,656
<b>Project Total</b>				<b>\$ 49,696</b>

Should you have any further questions or need additional information, please give me a call. I look forward to assisting the County in the management of this project.

Sincerely,



Bill Henry, AICP  
Office Director